

21 June 1960

Map Library Division

| Encumbent and Grade | Slot & Grade | Branch | Overencumbrance | Where working | Duties |
|---------------------|--------------|---------------------------|-----------------|-----------------------------------|---|
| 25X1A9a | | | | | |
| [REDACTED] GS-7) | F-981-7 | Off. of Ch. | ----- | ----- | Secretary/Admin. Ass't(CIA) |
| [REDACTED] GS-7) | F-1260-7 | Off. of Ch. | ----- | Resignation COB 8 July 60 | Clk/Admin. Ass't(State) |
| [REDACTED] (GS-4) | F-1260-7 | Off. of Ch. | Yes | ----- | " " " " |
| [REDACTED] GS-5) | F-890-5 | Off. of Ch. | ----- | Collection Section, Processing | Sec/Steno dtld to Processing Br. for typing AF orders & correspondence. Sorts AF stock. |
| [REDACTED] -7) | F-592-7 | Off. of Ch. Cont. Sec. | ----- | ----- | Prepares material for shipment. Maintains registry logs; makes internal dist. of mail, prepares monthly statistical rpts & makes automatic dist. of AFMP material |
| 25X1A9a | | | | | |
| [REDACTED] (GS-6) | F-632-6 | Off. of Ch. Cont. Sec. | ----- | ----- | Separates, lists, wraps, maintains logs & transmits material to foreign & domestic agencies partaking in map exchange program. Handles reproduction reqs. |
| | F-1508-4 | Off. of Ch. Cont. Sec. | | Not counted on GRA T/O (VACANT) | |

Approved For Release 2001/08/10 : CIA-RDP63-00314R000100010016-5

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|---|----------------|-----------------|-----------------------------|----------------------------------|--|
| [REDACTED] | F-893-6 | Procurement Br. | ----- | ----- | Sec/Typist-Procurement Br. Distributes incoming map correspondence. Prepares procurement rpts of the expenditure of funds. |
| | 25X1A9a | | | | |
| | F-1534-4 | Procurement Br. | ----- | ----- | Clk-Typist in Domestic Procurement Br. |
| | F-229-5 | Processing Br. | ----- | Cat. Sec. | File Clerk-Sorts catalog XXXXXXXXXX cards |
| | F-1535-4 | Processing Br. | Not counted on GRA T/O | Cat.Sec. | File Clerk-Acquisitions List Typist |
| | F-1264-7 | Processing Br. | ----- | Coll. Sec. | File supervisor-in charge of photo mosaic collection. |
| | 5) F-232-5 | " " | ----- | " " | File clerk-typist. In charge of distribution section. |
| | (GS-5) F-232-5 | " " | ----- | " " | File clerk in charge of file copy collection. |
| |) F-234-4 | " " | ----- | " " | File clerk in charge of CIA collection. |
| | F-234-4 | " " | ----- | Vacant-slot one of 2 authorized. | |
| 1) F-1536-3 | " " | Summer Emp. | Slot not counted in GRA T/O | File clk working w/ [REDACTED] | |
|) F-231-8 | Processing Br. | ----- | Coll. Sec. | File Supervisor. | |
| (This position not counted as clerical because of grade.) | | | | | 25X1A9a |

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1. No major problems.
2. No marginal employees.
3. Processing Branch, Collection Section. One full time GS-4 clerk needed. Not necessarily with typing ability. This additional employee needed beside [REDACTED] who is a summer employee coming in on a permanent basis. Also suggested that it would be ideal to have a full time clerk in the cataloging section.

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Procurement Branch(Special Support Br.) A full time experienced typist (GS-5) desired. Someone like a publications typist would be desirable. It is felt that two typists, both well qualified, could be kept busy full time.

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